UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Dear Member,

You are summoned to the Meeting of the Employment Committee of Upton by Chester & District Parish Council to be held at 6.30pm on Monday 6th November 2017 at Upton Pavilion, Wealstone Lane, Upton, Chester.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting.

10.10.17 Clerk to the Parish Council

### AGENDA – Pt II

### PLEASE NOTE THAT MEMBERS OF THE PRESS AND PUBLIC WILL BE ASKED TO LEAVE THE MEETING WHEN CONFIDENTIAL EMPLOYMENT ISSUES ARE DISCUSSED.

**1. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk and to approve

as necessary.

**2. DECLARATIONS OF INTEREST.**

To receive Declarations of Interest in any item on the agenda.

**3. MINUTES.**

To approve the Minutes of the meeting held on the 10th July 2017.

**4. ANNUAL STAFF APPRAISALS.**

To receive feedback from the Chairman.

**5. PAY REVIEW.**

To review staff pay.

**6. BUDGET.**

To agree the budget requirements for this committee for the period 2018/19; to include staff costs and training.

**7. STAFF HOLIDAY PAY.**

To agree a payment in line with holiday entitlement for casual staff.

**7. DATE AND TIME OF THE NEXT MEETING.**

To confirm the date and time of the next meeting.